

INITIAL STATEMENT OF REASONS  
Amendment to Regulation 1054  
Regulation 1054 Requirements for Course Budgets

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Regulation 1054 is part of the overall course certification process and is used by POST staff and POST certified presenters to calculate budgets for courses that will have a POST approved tuition whether or not it is reimbursed. Agencies rely on POST assessment of course costs to determine if the tuition for a course certified by POST is reasonable, particularly if the tuition is not reimbursable.

The State Controller limited the items in a course budget for which indirect costs could be charged. New language in the regulation would specify that charges for instructor, coordinator and clerical salaries as well as travel for instructors and coordinators would be subject to indirect charges as directed by the Controller.

**Justification of Proposed Amendments**

1054. Requirements for Course Budget.

Course coordinators presenting, or planning to present, a POST-certified tuition-based course are to use the following tuition and budget requirements and limits when submitting the Course Administration Information and Course Budget via the EDI System. Budgets are not required if the certification request is for a conference. Allowable per presentation costs for establishing tuition and course budgets are as follows:

**This sentence was added to clarify a certification request for a conference does not require the submission of a budget.**

- (a) **Instructional Costs.** Up to \$35 per hour, except as noted below, for each hour of instruction, per instructor, may be claimed. Fringe benefits and instructor preparation shall be included in this amount. Up to \$90 per instructional hour may be approved in instances of special need for particular expertise, based upon written justification from the presenter. On those limited occasions where it may be necessary to obtain special expertise to provide training, the maximum of \$90 per instructional hour may be exceeded upon prior approval of the Executive Director. Charges for instructors can not be claimed if they are providing instruction while on duty for their agency.

**This sentence was added to be consistent with the Controller's recommended calculation of instructional costs.**

- (j) **Indirect Costs.** ~~Indirect costs are allowable for expenses not assignable as direct costs. Indirect costs may not exceed 20% of the total direct costs of specified budgeted items.~~ Indirect costs may be claimed only for expenses related to instructor salaries, instructor travel, coordinator salaries, coordinator travel and clerical salaries.

**These deletions and additions clarify what expenses can be claimed under indirect costs and are consistent with the Controller's recommendations.**

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**(I) Subventions.**

Course presenters shall include in the Course Budget (~~POST Form 2-106, rev 7/93~~) any outside subventions that support presentation of the proposed course.

**The POST Form 2-106 is no longer used and is being removed as a non-substantive change.**